



## City of Milwaukee - Dockless Scooter Pilot Study

### Application Instructions

#### **Completing the Pilot Study Application**

- Print the Application or use the fillable form from the DPW website
- Check the box indicating the type of business (Corporation, LLC, Partnership, Non-Profit, Other)
- Provide the business name and contact information
- Provide the name and contact information for a business agent or representative
- List the number of scooters in the "Equipment Information" table
- Calculate the cost for the proposed number of scooters
- Add the numbers in the "Cost" column to determine the Total Amount Due
- NOTE: The cost calculation may be left blank if application is submitted in person
- Prepare or obtain the required attachments
- Check the boxes indicating agreement with the statements in the "Signature" section
- Sign and date the Application

#### **Completing the Plan of Operation**

- Print the Plan of Operation or use the fillable form from the DPW website
- Write or type the requested information in the response boxes
- Responses must be included for all sections in the Plan of Operation
- If more space is required, additional sheets may be included
- Each section of the Plan of Operation form has a number. If additional pages are included with the Plan of Operation, indicate the section number the information relates to.
- Sign and date the Plan of Operation

#### **Terms and Conditions Acknowledgment**

- Read and review the Terms and Conditions document
- Print the last page of the Terms and Conditions document
- Print the agent's or representative's name
- Print the agent's or representative's official title
- Sign and date the Acknowledgment page
- Retain a copy of the signed Acknowledgment for your records
- Attach the Acknowledgment to the Application

#### **Submitting the Pilot Study Application**

- Completed applications may be submitted in person or by mail to the address provided below
- Include four paper copies of all application materials (1 original and 3 copies)
- Include separate payment for the Application Review Fee and the Equipment Fee
- Incomplete applications will not be processed

CITY OF MILWAUKEE  
DPW-Infrastructure Services Division  
Attention: Mike Amsden  
841 North Broadway, Room 501  
Milwaukee, WI 53202

#### **Payment**

- Payment must be made at time of application
- Separate checks should be included for the Application Review Fee and the Equipment Fee
- Checks should be made to the "City of Milwaukee", Attn: Dawn Crowbridge
- Applications will not be processed until payment is received

#### **Assistance**

- If you need assistance with this application contact Kate Riordan - [kriordan@milwaukee.gov](mailto:kriordan@milwaukee.gov)